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Approved For Release 2006/14/4ার িশোক্তমে P75-00399R000100100008-8 REPORTS INVENTORY PREPARE IN DUPLICATE 2. TYPE STATISTICAL 1. TITLE OF REPORT (if a fill-in report include Form No.) NARRATIVE Activity Report - PPS (Feeder) REPORT MACHINE-NAME LISTING ADMIN. GENERAL TRAINING PERSONNEL OTHER (specify) LOGISTICS SECURITY 3. FUNCTIONAL AREA FINANCE X MEDICAL 6. DISTRIBUTION (No. of components not number of copies) 5. FREQUENCY (weekly, monthly, quarterly, etc.) 4. NO. OF COPIES PREPARED Weekly 5 9. DIRECTIVE AUTHORITY REQUIRING REPORT 7. FORMAT (memorandum, form 8. ADP PROCESSING computer print-out, etc) IF YES GIVE ADP PROCESSING NO. YES DD/S Memorandum ИО 11. FEEDER REPORTS (State total number and identify by Title, 10. PREPARING COMPONENT (include lowest level Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) Average Weekly total of 5 feeder reports, titled PPS "Item for Activity Report," by individual staff members. 12. COST FACTORS PREPARATION AND REVIEW COSTS MANUAL HOURS PER COST PER TIMES HOURLY COST PER YEAR GRADE X PREPARED REPORT RATE REPORT 365.04 \$ 14.04 1/2 \$ 7.02 52 GS-16 52 419.12 8.06 8.06 GS-13\* 1 3.86 52 200.72 3.86 GS-06 984.88 Based on FY 70 Average grade level of GS-13, step 3. COSTS OF COMPUTER PRODUCED REPORTS \$ 984.88 TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Feeder report to the Office of Finance's weekly Activity Report to the DDS. Highlights significant activities during the week involved in accomplishing basic functions of PPS and in our continuing effort to develop more effective methods and procedures. Useful at C/PPS and D/Fin levels in evaluating PPS' contribution to improvement of the overall financial system. Provides some of the data needed for PPS' Program Call Report. FUTURE GOALS ESTIMATED SAVINGS GOAL PROPOSED BY COMPONENT FOR THIS REPORT DOLLARS MAN-HOURS X RETAIN AS IS OTHER (explain) STAT CHANGE DISCONT INUE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 16. DATE OF INVENTORY 23 Sept. 1970Approved For Release 2006/11/13 : CIA-RPB75-00399R000100100008-8 STAT

Classification

FORM 112

(22-36-43)

PDP75-00399R00010010008-8 Approved For Release REPORTS INVENTORY PREPARE IN DUPLICATE i. TITLE OF REPORT (if a fill-in report include Form No.) 2. TYPE STATISTICAL ΩF NARRATIVE REPORT Weekly Activity Report MACHINE-NAME LISTING **PERSONNEL** TRAINING ADMIN. GENERAL LOGISTICS SECURITY OTHER (specify) 3. FUNCTIONAL AREA X FINANCE MEDICAL 4. NO. OF COPIES PREPARED 5. FREQUENCY (weekly, monthly, quarterly, etc.) 6. DISTRIBUTION (No. of components not number of copies) Weekly 2 7. FORMAT (memorandum, form 8. ADP PROCESSING 9. DIRECTIVE AUTHORITY REQUIRING REPORT computer print-out, etc) YES IF YES GIVE ADP PROCESSING NO. Memorandum  $X |_{N0}$ 10. PREPARING COMPONENT (include lowest level II. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) contributing information to report) Monetary Division COST FACTORS 12. MANUAL PREPARATION AND REVIEW COSTS TIMES HOURLY HOURS PER COST PER COST PER YEAR X X GRADE REPORT PREPARED RATE REPORT 1/4\$2.75 \$ 143.00 GS-15 \$11.00 52 122.72 1/42.36 52. GS-14 9.44 1/42.01 52 104.52 8.06 GS-13 .97 50.44 GS-07 3.89 1/4 52 \$420.68 COSTS OF COMPUTER PRODUCED REPORTS В. \$ 420.68 TOTAL COSTS PER YEAR 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. Director of Finance Requirement FUTURE GOALS GOAL PROPOSED BY COMPONENT FOR THIS REPORT ESTIMATED SAVINGS MAN-HOURS DOLLARS OTHER (explain) RETAIN AS IS CHANGE -0-DISCONTINUE 18. EXTENSION 17. NAME AND TITLE OF PERSON FURNISHING INFORMATION 16. DATE OF INVENTORY Approved For Release 2006/11/13: CIA-RDP75-00399R000100100008-8

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FORM 142

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Approved For Release 2006/11/13: CIA-RDP75-00399R000100100008-8 Classification

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Approved For Release 2006/11/13: CIA-RDP75-00399R000100100008-8

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